



REQUEST FOR QUALIFICATIONS

Architectural/Engineering Services

Description of Project: The Town of Sullivan's Island is requesting qualifications for Architects/Engineering services for a recreation project. The project is described as construction of up to four (4) pickle ball courts on Town owned property (TMS 523-08-00-033 and TMS 523-08-00-034) located in the general area of Citadel Street and Middle Street.

Applicants should have experience in recreational design/construction and be familiar with all pertinent codes and regulations. Sullivan's Island is seeking creative and economical design solutions that will provide years of recreational activities for all ages of the general public. The design of the courts should be in keeping with the existing recreational amenities at the site while keeping the residential nature of the neighborhood in mind.

The Town will select an architect/engineer with qualifications best suited for this project. The architect/engineer will be employed by the Town of Sullivan's Island and work in conjunction with the Town Administrator.

Each response is to provide information which will allow evaluation of the following:

- A. Past performance;
- B. Qualifications of professional personnel proposed for the project;
- C. Demonstrated ability to meet time and budget requirements;
- D. Location and size of firm;
- E. Creativity and insight related to the project;
- F. Related experience on similar projects.

An outline of required information for Architect/Engineer firms is attached. The information should be included in the response.

A short list will be developed for interviews. Notification in writing of those firms selected for interviews will be provided to all those responding to the request for proposal.

A-1. Purpose: The RFQ provides interested architectural/engineering firms with information to enable them to prepare and submit proposals for consideration by the Town for providing design and construction services for the program.

A-2. Issuing Office: This RFQ is issued by the Town of Sullivan's Island; 2056 Middle Street, Sullivan's Island, SC 29482.

Questions regarding the RFQ should be addressed to Andy Benke, Town Administrator at the above address or by email to abenke@sullivanisland.sc.gov.

A-3. Type of Contract: A contract will be negotiated with the most qualified firm at a compensation which is stable, fair and reasonable to the Town. If a satisfactory contract cannot be negotiated with any of the ranked firm(s), this RFQ shall be considered terminated.

A-4. Proposals: The Town reserves the right to select the firm(s) which it deems to offer the best overall proposal taking into consideration all factors such as (a) past performance; (b) qualifications of professional personnel proposed for the project; (c) location and size; (d) recent, current and projected work loads of the firm; and, (e) related experience on similar projects. The Architect/Engineer Questionnaire must be completed and returned. Based on these evaluations, the selection committee shall identify firms for interview, which in its judgment, are the most qualified. These firms will constitute the short list. Interviews with the selection committee will be held at a date, time and place to be determined. This RFQ is made for information and planning purposes only. The Town does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained. The Town will be the judge as to whether a proposal has or has not met the requirements of this RFQ.

A-5. Incurring Costs: The Town is not liable for any cost incurred by firms responding to this proposal.

A-6. Response Date: To be considered, proposals must arrive at the **Issuing Office** on or before 1:00 PM, Wednesday November 17, 2021. Firms mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals. Firms should provide seven (7) copies and one (1) electronic copy. Short-listed firms may be asked to provide additional copies. Facsimile submissions are **not** permissible.

A-7. Acceptance of Proposal Content: The contents of the proposal of the successful firm(s) may become part of the contractual obligations if a contract ensues. Failure of a successful firm(s) to accept these obligations may result in a cancellation of the award.

A-8. Economy of Preparation: Proposals should be prepared simply and economically, providing a straight forward, concise description of the firm's ability to meet the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

A-9. Firm Responsibilities: The selected firm(s) will be required to assume responsibility for all services offered in its proposal whether or not it produces them. Firms(s) shall be responsible for their work and adhere to all federal, state and local laws, regulations and ordinances, etc., and if the request for proposal results in a contract award, selected firm(s) shall be responsible for obtaining all necessary permits and variances.

A-10. Presentation Schedule: To be determined.

ARCHITECT/ENGINEER QUESTIONNAIRE

Please complete and return with your response to the RFQ. This Questionnaire may be retyped to allow sufficient response space.

1. Firm:

2. Charleston Area Address:

3. Contact Person:

4. Telephone, Facsimile, Email Address:

5. Firm Principals:

6. Other Key Personnel:

7. What has been your annual construction cost volume during the last 5 years?

<u>Year</u>	<u>Volume</u>
2021	
2020	
2019	
2018	
2017	

8. Designate the number of all in-house personnel by category:

	<u>Registered</u>	<u>Non-Registered</u>
Architects:	_____	_____
Engineers:		
Civil	_____	_____
Mechanical	_____	_____
Electrical	_____	_____
Structural	_____	_____
Planners	_____	_____
Draftsmen	_____	_____
Surveyors	_____	_____
GIS	_____	_____

9. Are your engineering consultants in-house? _____

10. Outside associates/consultants proposed for this project:

<u>Category of Work</u>	<u>Firm Name</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

11. List five (5) of your firm's projects that are similar to the proposed project in this RFQ.

Project: _____

Budget: _____

Project: _____

Budget: _____

Project: _____

Budget: _____

Project: _____

Budget: _____

Project: _____

Budget: _____